

Torrance Council of PTAs
Spring 2022 Virtual Trainings
for
Unit Officers and Chairmen



Join Torrance Council of PTAs for our informative virtual workshops.
Officers will be given the tools for a successful year.

New Presidents - Monday, June 6th at 6:00

This workshop will be specially designed for our New Presidents. The ins and outs of the job will be shared to get you started off on the right track. Bring your questions! [New Presidents](#)

Advanced Presidents - Monday, June 6th at 7:15

This workshop will be specially designed for our more seasoned Presidents. Now that you have at least one year of experience, you are Advanced! More details of the job will be shared. Be prepared for a roundtable interactive discussion, "Give One and Get One," as we share experiences to benefit and assist us all. [Advanced Presidents](#)

Beginning Financial Training—Monday, May 16th at 6:30 p.m.

This workshop is essential for unit financial officers who are just starting out in a financial position, or for those who would like a review of the basics of taking care of your unit's finances. Information on items that will need to be turned in to council will be shared. The focus will be on incoming officers, but everyone is welcome. There will be a Q & A session too, so bring your questions! [Beginning Financial Training](#)

** All financial officers are required to attend at least one workshop a year.*

Advanced Financial Training—Monday, May 23rd at 6:30 p.m.

This workshop is for unit financial officers who have a few years of experience. It will include a review of the financial basics plus other useful information. Attendees of the Beginner training are welcome to also attend. There will be a Q & A session too, so bring your questions! [Advanced Financial Training](#)

** All financial officers are required to attend at least one workshop a year.*

Membership—Monday, May 23rd at 6:00 p.m.

Members are the lifeblood to your unit. How do you get all stakeholders to join PTA? This workshop will give you tools to run a successful membership campaign. Important turn-in dates for the coming year will be shared. [Membership Training](#)

Parliamentarian—Monday, May 23rd at 7:15 p.m.

This workshop will include the essentials of parliamentary procedure, bylaws, and what you will need to get your year off on the right foot! It will include some quick resources to help you assist your president to run meetings smoothly and correctly. [Parliamentarian Training](#)

Recording Secretary—Tuesday, May 24th at 6:30 p.m.

This workshop will quickly review written Recording Secretary handouts/materials, to be provided prior to the workshop, and highlight the tools needed to take complete minutes to create a thorough legal record of your PTA meetings. There will be plenty of time for Q and A. [Recording Secretary Training](#)

[Click on the link at the end of each workshop description to register.](#)

You will need to individually register to receive the link for the appropriate Zoom meeting.

You are welcome to attend as many workshops as you like.

After registering, you will get a unique Zoom link.

RSVPs will be required to access the event.